

An Equal Opportunity/Affirmative Action Employer. Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.

JOB INFORMATION

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| Agency Name: | Department Of Fire Services |
| Official Title: | Budget Examiner III |
| Functional Title: | Budget Examiner III |
| Occupational Group: | Budget & Accounting |
| Position Type: | Non-Management Civil Service |
| Full-time/Part-time: | Full-Time |
| Salary Range: | \$39,875.94 to \$56,997.98 |
| Bargaining Unit: | 06 |
| Shift: | Day |
| Number of Vacancies: | 1 |
| Confidential: | No |
| City/Town Location: | Stow |
| Facility Location: | Stow |
| Region: | Central |
| Application Deadline: | 09/18/2006 |
| Posting ID: | 11201 |

Duties:

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Budgeting

1. Review and analyze budget requests of divisions by comparing previous funding requirements with projected requirements and established guidelines and policies in order to recommend approval, modification or disapproval of such requests.
2. Confer with agency personnel to obtain data for use in reviewing budget requests and related documents.
3. Provide technical assistance to agency staff and others by explaining regulations, making recommendations, etc. in order to aid in the formation of agency spending plans and budget requests.
4. Recommend appropriate funding levels and modifications to proposed budget items in order to keep agency spending within established guidelines.
5. Analyze past and present expenditures, program needs, etc. in order to determine Agency's future fiscal requirements.
6. Review and/or analyze financial reports and other documents to determine projected revenues and expenditures and to identify program trends in order to prepare and/or revise state agency spending plans, budget requests and requests for allotments and/or transfers between expenditure classification categories.
7. Maintain agency five year Capital Spending Plan by coordinating information, monitoring projects, and analyzing previous funding levels and projected programmatic requirements.
8. Gather and assemble financial and related data and prepare reports, charts, graphs and tables along with narrative summaries as required in order to present such information for tracking, review and analysis.
9. Process budget control transactions to maintain Agency Chart of Accounts, allot funds, transfer funds, and to establish and modify division expense and revenue budgets. Communicate with oversight agencies to obtain approval in a timely manner to ensure that expenditures do not exceed appropriations.
10. On a monthly basis, or more frequently during peak periods, reconcile transactions to the MMARS Expenses Budgets and coordinate corrective action between divisions, purchasing and accounting staff.

11. Inform assigned agency staff of funds required to cover projected deficiencies in accounts.
12. Prepare estimated cost data concerning legislation in order to evaluate and provide information on possible financial impact of proposed and actual initiatives.
13. Coordinate the submission of required reports to senior staff and oversight agencies through information gathering, reviewing reports for compliance to programmatic and financial guidelines, preparing associated documentation, and ensuring timely reporting of all required reports to oversight agencies.
14. Coordinate the development of responses to be used by agency management as it relates to budgetary issues.
15. Confer with Executive Office of Public Safety staff, House and Senate Ways and Means Committee staff to exchange information and solve problems.
16. Assist Fiscal Affairs Director with prioritizing projects for senior staff review through analysis of sensitive and confidential information, by balancing varying needs of a diverse Agency, and by providing justification of prioritization decisions made.
17. Perform related duties such as responding to inquiries regarding budget requests and reasons for budget recommendations; preparing and distributing various budgetary and related reports; attending meetings to present or exchange information; coordinating activities between fiscal units to solve problems; and maintaining records of account transactions.

Purchasing

18. Screen purchase requests for accuracy and completeness. Return inaccurate transactions to divisions for completion and/or confer with division staff to resolve. Data input purchase requests into the DFS Purchase Request Log.
19. Review purchase requests to ensure compliance with Agency budget and to identify applicability of funds for requested activities. Present purchase requests to appropriate Fiscal staff for approval following prescribed guidelines.
20. Oversee the maintenance of purchase request records by copying and distributing completed transactions to divisions and filing completed transactions.
21. On a monthly basis, or more frequently during peak periods, reconcile the DFS Fiscal Purchase Request Log with the MMARS Financial Accounting records.
22. Provide routine Purchase Request Log reports to Fiscal supervisors including pending purchase requests, processing trends, and other ad-hoc reports as may be requested.
23. Confer with purchasing staff to update records in the Purchase Request Log to ensure accurate, current information is available on the status of all purchase requests.
24. Screen invoices prior to distribution to purchasing staff to ensure division approval has been obtained.

Accounting

25. Review and approve payment requests for routine commitments such as postage, supplies, etc. within assigned approval level and following prescribed guidelines.
26. Process payment transactions for supervisor's review and approval and manage associated vendor relationships for key encumbrances with significant budgetary or programmatic implications.

Payroll

27. Perform analyses of payroll costs for purposes of cost control.
28. Prepare Labor Cost Management Rules for supervisor's review and approval. Communicate with oversight agencies to obtain approval in a timely manner.
29. Process Labor Cost Management Transactions within assigned approval level and following prescribed guidelines.

General/Administrative

30. Handle various types of information in a confidential manner.
31. Facilitate meetings and provide training and technical assistance to DFS staff on budgetary policies and procedures.
32. Maintain a general knowledge of funding opportunities and proactively seek out information on such opportunities for circulation to DFS staff. Coordinate cross-divisional information gathering for such opportunities.
33. Provide orientation and on-the-job training for employees.
34. Address supervisor and co-workers in a professional and positive manner when problems are

brought to your attention.

35. Accept responsibility for errors made and work to improve procedures and activities to avoid future problems. Check work carefully and bring any problems to the attention of your supervisor.

36. Follow procedure established by your supervisor for completing duties. Make recommendations for changes that you feel will improve productivity. Discuss suggestions for changes in procedures made by your supervisor and co-workers with a positive attitude.

37. Assist in maintaining a pleasant work environment.

38. Travel for job related purposes will be required.

39. Perform other related duties as assigned.

Qualifications:

Minimum Entrance Requirements: Applicants must have at least (A) three years of full-time, or equivalent part-time, professional experience in accounting, auditing or budgeting or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree with a major in accounting, economics, finance, business administration or public administration may be substituted for a maximum of two years of the required experience.*

II. A Graduate degree with a major in accounting, economics, finance, business administration or public administration may be substituted for the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Special Requirements: Based on assignment, possession of a current and valid Massachusetts Class 3 Motor Vehicle Operator's License may be required.

Preferred Qualifications:

1. Knowledge of the principles and practices of general accounting including terminology.
2. Knowledge of the methods of general reports writing.
3. Knowledge and proficiency in operating computers.
4. Knowledge and proficiency in software programs associated with spreadsheets, word processing, and data base management.
5. Knowledge of Microsoft Office programs including Word, Excel and Access preferred.
6. Ability to analyze and determine the applicability of data, to draw conclusions and make appropriate recommendations.
7. Ability to read and interpret documents, such as financial reports, accounts, ledgers and contracts.
8. Ability to understand, apply and explain the laws, rules, regulations, policies, procedures, and guidelines governing assigned unit activities.
9. Ability to perform mathematical calculations using formulae to solve accounting problems and to work accurately with names, numbers, codes and/or symbols.
10. Ability to determine the accuracy of and conformance with agency requirements of accounting transactions, entries and reports.
11. Ability to follow oral and written instructions and communicate effectively in written and oral expression.
12. Ability to give oral and written instructions in a precise, understandable manner.
13. Ability to gather information through questioning individuals and examining records and documents.
14. Ability to maintain accurate records.
15. Ability to prepare general and financial reports.
16. Ability to write concisely, express thoughts clearly and develop ideas in a logical sequence.
17. Ability to exercise sound judgment.

18. Ability to exercise discretion in handling confidential information.
19. Ability to adjust to changing situations to meet emergency or changing requirements.
20. Ability to deal tactfully with others, to establish and maintain harmonious working relationships, and to work in a team setting.
21. Ability to work independently.
22. Ability to lead a group of workers and to coordinate the efforts of others in accomplishing assigned work objectives.

Comments:

This is a civil service position.

This is a Civil Service position. If there is no eligible list for this title, all applicants must take and pass the next Civil Service Exam for this title when administered.

How to apply:

How to Apply:

Submit Cover Letter, Resume and Application no later than September 18, 2006 to:

Human Resources

Department of Fire Services

P.O. Box 1025

State Road

Stow, MA 01775

Telephone: (978) 567-3146

E-mail: Marilyn.Nieves@state.ma.us

Please download application from DFS website www.state.ma.us/dfs and click on jobs@DFS

Agency web address: <http://www.state.ma.us/dfs/>

Affirmative Action Officer: Mr. Thomas Leonard, (978) 567-3112

Agency Web Address: <http://www.mass.gov/dfs>

Affirmative Action Officer: Mr. Thomas Leonard, (508) 567-3112